

Student Handbook 2016/17

For Higher Diploma & Other Programmes¹ (under the old academic structure)

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1. Introduction

1.1 The Hong Kong Institute of Vocational Education (IVE) and the Hong Kong Design Institute (HKDI) offer a wide range of full-time and part-time programmes covering levels ranging from higher diploma to certificate. They provide young people and working adults with a professional alternative path to academic and career advancement, and nurture professionals and talents valued by industries.

1.2 IVE, which was established in 1999 by merging the former two Technical Colleges and seven Technical Institutes into one collaborative institution, has been building a competent and innovative workforce for economic development of Hong Kong. IVE is the largest operational arm of Vocational Training Council (VTC) and there are nine IVE campuses located across the territory:

- IVE (Chai Wan)
- IVE (Haking Wong) (Including Billion Plaza Centre)
- IVE (Lee Wai Lee)
- IVE (Sha Tin)
- IVE (Kwai Chung)
- IVE (Kwun Tong)
- IVE (Tsing Yi)
- IVE (Morrison Hill)
- IVE (Tuen Mun)

1.3 With a rich heritage in design education through IVE, HKDI which was established in 2007 brings together the strengths of all design related departments to offer comprehensive and contemporary design curriculum. Programmes on offer span across Communication Design and Digital Media, Fashion and Image Design, and Product and Interior Design. The HKDI, operating in its award-winning campus in Tseung Kwan O, is dedicated to providing the most dynamic learning environment for quality design education.

- 1.4 IVE and HKDI aim to nurture new talents for various professions to meet the changing needs of a knowledge-based economy. The curricula offered by IVE and HKDI are designed with inputs from academics and industry leaders to ensure a good blend of theory and practice, as well as their responsiveness and relevance to industry development.
- 1.5 Apart from IVE / HKDI, the Youth College (YC) with eight campuses; namely Kowloon Bay, Kwai Chung, Pokfulam, Tuen Mun, Tseung Kwan O, Tin Shui Wai, Kwai Fong and Yeo Chei Man also run foundation studies programmes.
- 1.6 This Handbook contains essential information about the campus facilities and regulations, as well as general policies and guidelines on academic matters for academic year 2016/17. Students are required to study this Handbook carefully and observe all the relevant regulations and requirements stated therein.
- 1.7 Students will also receive information about the academic regulations and matters specific to their respective programmes from Programme Leaders or Personal / Class Tutors.

The Campuses normally make use of the “**MyPortal**” at “<http://myportal.vtc.edu.hk>” as a communication platform with students, including release of class and examination timetables, transcript of study, tuition fee payment advice, etc. Students are strongly advised to visit “MyPortal” at regular intervals for updated news and obtaining the documents. Requests from students due to their oversight of or omission to download the notices / documents released via MyPortal will not normally be entertained.

A softcopy of this Handbook in Chinese will be available at the General Campus News of the communication platform “**MyPortal**”.

- 1.8 The information provided in this Handbook is updated as at 31 July 2016. You will be informed if there is new information that you need to know.

2. Academic Terms and Key Dates for 2016/17

Week	Month	Day							Remark	
		S	M	T	W	T	F	S		
	2016								2016	
1	Sep					1	2	3	1 Sep	Autumn Semester Commencement
2		4	5	6	7	8	9	10	15 Sep	No Evening Class (Chinese Mid-Autumn Festival)
3		11	12	13	14	15	16'	17		
4		18	19	20	21	22	23	24	16 Sep	General Holiday (Day following Chinese Mid-Autumn Festival)
5		25	26	27	28	29	30			
5	Oct							1'	1 Oct	General Holiday (National Day)
6		2	3	4	5	6	7	8		
7		9	10'	11	12	13	14	15	10 Oct	General Holiday (Day following Chung Yeung Festival)
8		16	17	18	19	20	21	22		
9		23	24	25	26	27	28	29		
10		30	31							
10	Nov			1	2	3	4	5		
11		6	7	8	9	10	11	12		
12		13	14	15	16	17	18	19		
13		20	21	22	23	24	25	26		
14		27	28	29	30					
14	Dec					1	2	3		
15		4	5	6	7	8	9	10		
16		11	12	13	14	15	16	17	14 Dec	Graduation Ceremony
17		18	19	20	21	22	23 [#]	24 [#]	21 Dec	No Evening Class (Winter Solstice)
18		25	26'	27'	28 [#]	29 [#]	30 [#]	31 [#]	23, 24, 28-31 Dec	Institute Holidays
									26 & 27 Dec	General Holidays (First & Second weekdays after Christmas Day)
	2017								2017	
19	Jan	1	2'	3	4	5	6	7	2 Jan	General Holiday (Day following first day of January)
20		8	9	10	11	12	13	14		
21		15	16	17	18	19	20	21	3 to 12 Jan	Autumn Semester Exam Period
22		22	23	24	25	26	27 [#]	28'	16 Jan	Spring Semester Commencement
23		29	30'	31'					27 Jan	Institute Holiday
									28, 30 & 31 Jan	General Holidays (Lunar New Year's Day, days following second & third days of Lunar New Year)
23	Feb				1 [#]	2 [#]	3	4	1 & 2 Feb	Institute Holidays
24		5	6	7	8	9	10	11		
25		12	13	14	15	16	17	18		
26		19	20	21	22	23	24	25		
27		26	27	28						
27	Mar				1	2	3	4		
28		5	6	7	8	9	10	11	11, 18 & 25 Mar	Autumn Semester Supplementary Exam Period
29		12	13	14	15	16	17	18		
30		19	20	21	22	23	24	25		
31		26	27	28	29	30	31			

Week	Month	Day							Remarks
		S	M	T	W	T	F	S	
	2017								
31	Apr							1	2017 1, 8 & 13 Apr Autumn Semester Supplementary Exam Period 4 Apr General Holiday (Ching Ming Festival) 12 & 13 Apr Institute Holidays 14, 15 & 17 Apr General Holidays (Good Friday, day following Good Friday & Easter Monday)
32		2	3	4'	5	6	7	8	
33		9	10	11	12 [#]	13 [#]	14'	15'	
34		16	17'	18	19	20	21	22	
35		23	24	25	26	27	28	29	
36		30							
36	May		1'	2 [#]	3'	4	5	6	1 May General Holiday (Labour Day) 2 May Institute Holiday 3 May General Holiday (Birthday of Buddha) 18 to 27 May Spring Semester Exam Period 29 May to 29 Jul Summer Semester Teaching Weeks Including Exam Period 30 May General Holiday (Tuen Ng Festival)
37		7	8	9	10	11	12	13	
38		14	15	16	17	18	19	20	
39		21	22	23	24	25	26	27	
40		28	29	30'	31				
40	Jun					1	2	3	
41		4	5	6	7	8	9	10	
42		11	12	13	14	15	16	17	
43		18	19	20	21	22	23	24	
44		25	26	27	28	29	30		
44	July							1'	1 Jul General Holiday (HKSAR Establishment Day) 17 to 22 Jul Spring Semester Supplementary Exam Period
45		2	3	4	5	6	7	8	
46		9	10	11	12	13	14	15	
47		16	17	18	19	20	21	22	
48		23	24	25	26	27	28	29	
49	30	31							
49	Aug			1	2	3	4	5	28 to 31 Aug Summer Semester Supplementary Exam Period
50		6	7	8	9	10	11	12	
51		13	14	15	16	17	18	19	
52		20	21	22	23	24	25	26	
1		27	28	29	30	31			
1	Sep						1	2	
2		3	4	5	6	7	8	9	
3		10	11	12	13	14	15	16	
4		17	18	19	20	21	22	23	
5		24	25	26	27	28	29	30	

- 1 : Semester Commencement
- 16' : General Holiday
- 15 : No Evening Class
- 14 : Graduation Ceremony
- : Exam Period
- : Supplementary Exam Period
- # : Institute Holiday

IVE / HKDI Open Days – to be fixed
 IVE / HKDI Athletic Meet – XXXX
 IVE / HKDI Aquatic Meet – XXXX

3. General Information and Regulations

3.1 Campus Opening Hours

HKDI and IVE (Lee Wai Lee) campuses normally open

Daily 7:30 a.m. to 10:30 p.m.

The Campus Secretariat normally opens

Monday to Friday 8:30 a.m. to 6:00 p.m.

Saturday 9:00 a.m. to 12:00 noon

Sunday and Public Holiday Closed

3.2 Campus Operation during Adverse Weather Conditions

3.2.1 Typhoons

When typhoons (also refer to tropical cyclones) affect Hong Kong, the following arrangements will apply:

Typhoon Signal		Action to be taken by IVE / HKDI Campuses
No. 1		To operate as normal
No. 3		To operate as normal
Pre-No. 8 Special Announcement ² / Typhoon Signal No.8 or above	(a) In force or issued at 6:15 a.m. or before 11:00 a.m.	Morning Session (classes and examinations* scheduled between 8:30 a.m. and 1:30 p.m.) to close.
	(b) In force or issued at 11:00 a.m. or before 4:00 p.m.	Afternoon Session (classes and examinations* scheduled between 1:30 p.m. and 6:30 p.m.) to close.
	(c) In force or issued at 4:00 p.m. or thereafter	Evening Session (classes and examinations* that start at or after 6:30 p.m.) to close.
	(d) Issued when classes or examinations* are in session	All classes or examinations* will be immediately suspended for the session.
	(e) Issued before start of examinations*	Examinations* to be held in that particular session should be postponed.
Lowering to No. 3 or below or lowering all signals at any time		All classes or examinations* to resume with the next session unless road or other conditions remain adverse.

² Where possible, the Hong Kong Observatory will issue an early alert (i.e. a "Pre-No.8 Special Announcement") within two hours of the hoisting of the No.8 Typhoon Warning Signal. When a Pre-No. 8 Special Announcement is issued, all classes / activities of campuses / centres (including examinations*) will immediately be suspended.

* Examinations refer to internal examinations of IVE / HKDI.

3.2.2 Rainstorms

When rainstorm signal is issued, the following arrangements will apply:

Rainstorm Warning Signal		Action to be taken by IVE / HKDI Campuses
AMBER		To operate as normal
RED/ BLACK	(a) In force or issued at 6:15 a.m. or before 11:00 a.m.	Morning Session (classes and examinations* scheduled between 8:30 a.m. and 1:30 p.m.) to close.
	(b) In force or issued at 11:00 a.m. or before 4:00 p.m.	Afternoon Session (classes and examinations* scheduled between 1:30 p.m. and 6:30 p.m.) to close.
	(c) In force or issued at 4:00 p.m. or thereafter	Evening Session (classes and examinations* that start at or after 6:30 p.m.) to close.
	(d) Issued when classes or examinations* are in session	All classes or examinations* should continue (except those take place outdoors) until the end of the session, and if it is the end of the school day where RED / BLACK signal is still in force, students should be advised to return home only when conditions are safe. <i>Remarks: If students are not yet in the campus premises due to differences in class timetables, they should stay home or take shelter in a safe place. For classes and examinations conducted outdoors, the responsible staff on the spot should suspend the activities immediately and ensure that all students have taken shelter in a safe place.</i>
	(e) Issued before start of examinations*	Examinations* to be held in that particular session should be postponed.
Lowering to AMBER signal or lowering of all signals at any time		All classes or examinations* to resume with the next session unless road or other conditions remain adverse.

* Examinations refer to internal examinations of IVE/HKDI.

3.2.3 For classes or examinations with duration that run across two sessions (e.g. from 12:30 p.m. to 2:30 p.m. or from 5:30 p.m. to 7:30 p.m.), the class / examination suspension arrangement will be based on the session that the

starting time of the class / examination falls into.

- 3.2.4 Students are requested to follow the arrangements set out above in times of typhoons and rainstorms. **No public announcement will be made on TV / Radio by VTC.** If circumstances permit, the announcement of the suspension or resumption of classes will also be available at VTC web site (<http://www.vtc.edu.hk>).
- 3.2.5 Please note that **announcements made by the Education Bureau do not apply to IVE / HKDI.**
- 3.2.6 In the event that an examination is cancelled as a result of an inclement weather, the examination will be re-scheduled, normally on another day within the examination period of the related semester as shown in the “Academic Terms and Key Dates”. In this regard, **students are strongly advised to make themselves available for the whole examination period, not just those examination days published in the examination time-tables.** The timetable for all remaining examinations will not be affected.
- 3.2.7 When classes / examinations are resumed following the lowering of typhoon signals or rainstorm warnings, **students or their parents may exercise discretion** in deciding whether or not they will return to the campus after taking into consideration the local weather, road, slope, traffic or transport conditions at that time. Students, in particular those living in remote areas, will not be penalised for being late under these circumstances.

3.3 Student Card

- 3.3.1 Student cards are issued to new students normally during class commencement week, subject to their completion of the admission registration procedure before the specified date. The card, which is non-transferable, is a student’s personal identification document and should be carried at all times to gain access to campus premises / facilities (e.g. Libraries, Swimming Pools) and for taking class attendance.
- 3.3.2 The Student Card is the property of the Campus. Misuse or falsification of the card will render the student liable to disciplinary action. Students should return their student cards to the Campus Secretariat or through their Personal

/ Class Tutors upon cessation of their study in the programme (e.g. withdrawal / termination / graduation from study) .

3.3.3 If a student card is lost or damaged, the student should report the case to the Campus Secretariat as early as possible and apply for a replacement card for which a fee will be charged. The student should also report the loss to the Library for updating his / her borrower's record. In case a lost student card is later found, the student should return it immediately to the Campus Secretariat for cancellation.

3.4 Safety Precautions and Insurance Coverage for Institute Activities

3.4.1 The Institute (IVE / HKDI) attaches great importance to students' personal safety, especially during institute activities and outside visits. VTC provides insurance coverage for students while they are participating in activities organised by the Institute. The coverage also includes activities such as industrial attachment, life skills training camps, visits or study tours, sport competitions, etc. held locally, in China's Mainland or overseas.

3.4.2 While staff members in charge of these activities will take every measure to ensure students' safety, students still have a responsibility for their own safety and are strongly recommended to observe the following precautionary measures:

- (1) inform their family members before the site visits and activities that take place outside the campus, and leave a contact number (if available) by which they can be reached;
- (2) inform the staff in-charge of the activity (as well as the Campus Secretariat where necessary) of any illness or health condition which may prevent them from participation; and
- (3) obtain additional insurance coverage at their own expenses should the student or their families consider there is need to do so.

3.4.3 Students must observe departmental regulations regarding safety. They should wear protective clothing and gear as advised, and not to operate equipment unless they have been given permission. They should report immediately any accidents arising from study or activities in the campus to the staff member on duty. The Institute will not accept responsibility for accidents arising from students' failure to observe these and other safety instructions.

3.5 Actions in Case of Fire Alarm

- 3.5.1 On hearing the fire alarm, all students should stop immediately what they are doing. They should follow the Fire Escape Procedures and / or the instructions issued by the teaching staff, evacuate from the campus building and gather at the appropriate assembly point to await further instructions.
- 3.5.2 While the fire alarm is ringing, students should not use the lifts or enter the campus building.
- 3.5.3 Fire drills may be conducted at suitable intervals for students and staff to practice the evacuation of campus building for a fire or other emergency.

3.6 Lockers and Personal Property

- 3.6.1 Each campus has installed a number of lockers, for which full-time students may apply for use. Students should observe closely the regulations on use of the lockers and should not place any cash, valuable, dangerous or perishable items in the lockers. Any items stored in an un-authorized locker or after the permitted period of use would be disposed of immediately without further notice.
- 3.6.2 Students who have been found violating the regulations related to the use of lockers may render their future applications of locker not being considered.
- 3.6.3 Students are strongly advised not to leave their personal belongings unattended in the campus areas as the Campus will not be responsible for their damage or loss.

3.7 Carparking

- 3.7.1 Parking spaces are not generally available to students. However, the Campus Principal may, at his / her discretion, issue car parking permits to students with a disability.

3.8 Use and Access to Personal Data

3.8.1 The personal data that a student provided at the time of application and registration of study in the Institute will be used for one or more of the following purposes:

- (1) setting up an individual student record;
- (2) analysis of the profile of students enrolled on a programme;
- (3) for all purposes relating to the student's study, counselling and support services; and
- (4) updating the graduate records and maintaining communication after graduation related to alumni affairs, including delivery of information of VTC institutions about events, life-long learning programmes, benefits, solicitation of donations, promotion and merchant offers of VTC Graduate VISA Card, and other alumni affairs related services and activities.

3.8.2 Students' personal data will be treated confidentially. However under the following circumstances, VTC / Institute may provide information to:

- (1) the employer of a Part-time Day student on the understanding that the student is directly and / or financially sponsored by the employer in taking up the study at VTC, in which case, attendance log of the Part-time Day student will be sent to the employer concerned on a regular basis and a copy of Transcript of Study will also be sent to the employer at the end of each semester;
- (2) local or overseas institutions / corporations where a student has submitted an application for admission or appointment and which are authorised to obtain their academic results from VTC;
- (3) parents / guardians of students who are aged below 18, on special cases, such as withdrawal from study, prolonged absence from class, issue of warning letters, suspension of study, etc.;
- (4) donors / donating organisations for the purpose of selecting suitable candidates for award of scholarships / bursaries; and
- (5) Office of the Director of Apprenticeship for all purposes related to training, registration and certification of Registered Apprentices under the Apprenticeship Ordinance.

3.8.3 Under the Personal Data (Privacy) Ordinance, students have the right:

- (1) to check whether VTC holds their personal data and ask for a copy of such data; and
- (2) to apply for correction of their personal data which are inaccurate.

3.8.4 Applications for data access and / or correction should be made to the Campus Secretariat. Requests for correction of data should also be accompanied by supporting documentation. A handling fee will be charged for the processing of any data access request.

3.9 Change of Personal Particulars

3.9.1 It is the responsibility of a student to inform the campus of any change of his / her personal particulars, including address and phone number. The campus will bear no responsibility for undelivered mail / message due to students' failure to update their records.

3.9.2 For amendment to name, HKID Number or information on HKID / passport, date of birth, etc., the student has to apply **in person** at the Campus Secretariat and to present original of the supporting documents for verification. If replacement of student card is necessary, a handling fee will be charged.

3.10 Intellectual Property

3.10.1 "Intellectual Property" (IP) means any discovery, creation, invention, design, get-up, trademark, commercially licensable technologies, database rights, confidential information, trade secrets, know-how or any research effort and all rights pertaining thereto whether registrable or not, including patents, copyright, trademarks, designs, utility models, or other such rights in any country, and applications for any of the foregoing. Intellectual Property Rights (IPR) are legal rights protecting the creator of IP, giving him / her economic rights and control in his / her creations.

3.10.2 In the course of study, students will make use of the equipment, facilities, or resources owned by VTC, including but not limited to drawings, data, sketches, documents, laboratories, stationery and consumables, and will receive guidance from teachers in generating ideas for assignments and projects and may, therefore, generate Intellectual Property which might be

adopted for commercial use. Whilst the student will maintain ownership of the Intellectual Property in the materials he or she creates, each student irrevocably grants VTC a perpetual, royalty-free, world-wide and non-exclusive right to reproduce or use (in whole or in part) of the Intellectual Property materials created solely or jointly with other persons during his or her course of study. Such right to use will include, for example, to showcase the award-winning works of the students for publicity or display purpose. VTC will acknowledge the materials as the student's Intellectual Property. A student must observe the rules and regulations pertaining to VTC's Intellectual Property Policy in order to benefit from the continued enrolment and completion of his / her studies.

3.10.3 Study notes and programme materials provided to students by teachers or departments are to be used by the students only for their private study. Students are not permitted to upload such materials to other servers and / or make copies, either in printed or electronic format, of the materials for other people who are not learners of the studying programme concerned. Video taking or recording during lessons without permission are prohibited.

3.10.4 Any violation of VTC's Intellectual Property Policy is considered as a serious misconduct. Please refer to **Appendix I** for details of the Intellectual Property Policy for Students.

3.11 Using or Photocopying of Copyright Works

3.11.1 In general, copyright is the right given to the owner of an original work (e.g. a piece of writing and software programme), whose creativity has to be protected. Students will be held personally responsible for any breach of the copyright law in using / photocopying copyright works, or using unlicensed computing software for private study. They should pay attention to notices on copyright rules posted near photocopying machines and computing facilities in the campus. Students should not make copies of copyright material at unlicensed copyshops and / or copy a book to avoid buying that book.

3.12 Environmental Policy

3.12.1 To create a pleasant working and learning environment for vocational and professional education and training, VTC endeavours to:

- comply with all applicable environmental legislations, standards and regulations;
- reduce waste and consumption of resources (such as water, paper and electricity);
- raise environmental awareness among staff and students;
- provide environmental education and training;
- adopt environmental design, materials and technologies in the Council's campuses and buildings where feasible;
- reduce and control environmental pollution arising from the Council's activities and to require our contractors to adopt and implement environmental measures; and
- work towards the achievement of sustainable development.

3.12.2 Students are expected to follow the campus's guidelines and advices to help implement the environmental policy.

Remarks: The implementation of our Corporate Environmental Policy should not compromise any aspects in occupational safety and health.

3.13 Conservation of Resources

3.13.1 Resource conservation is essential in environmental protection and the campus makes every effort to save resources like electricity, water, paper and so on. Students can help conserve resources by observing the following:

- (1) close the doors immediately on entering or leaving an air-conditioned classroom, seminar room, lecture theatre, workshop, office, etc.;
- (2) keep all windows closed while the air-conditioning is on;
- (3) turn off lights, air-conditioners, computers and peripherals which are not necessary;
- (4) use stairs instead of lift whenever possible;
- (5) save water;
- (6) adopt double-sided printing / writing and use recycled paper more;
- (7) dispose recyclable wastes, e.g. waste paper, plastic, aluminium cans, used toners, etc. into designated collection bins for recycling purpose; and
- (8) bring your own bottle of water and reduce consuming packaged/bottled drinks.

3.14 Non-Smoking Campus

3.14.1 Under the Smoking (Public Health) Ordinance (Cap.371), all campuses and VTC sites (indoor and outdoor areas) are designated as non-smoking areas. No person shall smoke or carry a lighted cigarette, cigar or pipe in such areas, or else will be liable to a maximum fine of HK\$5,000 under the Ordinance.

3.14.2 A smoker will be asked to extinguish the lighted cigarette or to leave the campus areas. If the smoker refuses to co-operate, he / she will be asked to produce proof of identity, e.g. student card, and the information will be passed to the Head of the Department concerned or the Campus Secretariat for appropriate action.

4. Fees and Charges

4.1 Composite Fees

4.1.1 All students should pay their tuition fees and other applicable fees (e.g. Caution Money, Students' Union Fee) for the enrolled programmes before the due date specified in the payment advice. The payment schedule for AY2016/17 is summarised below:

AY2016/17 Payment Due Date	Autumn Semester	Spring Semester	Summer Semester
All Continuing Students	on or before 20 Jul 2016 <i>(or 22 Aug 2016 if taking supplementary exam)</i>	on or before 3 Jan 2017	on or before 15 May 2017
New Part-time Students	upon accepting offer of study		

4.1.2 Students should visit "**MyPortal**" (myportal.vtc.edu.hk) to download their Tuition Fee Payment Advice which will be available about two weeks before the payment due date.

4.1.3 Payment of tuition fees and other charges should be made either through ATM, PPS, e-Banking Services or by cheque/cash at the Bank of East Asia.

Details of the payment methods are listed on the back page of a Payment Advice.

4.2 Other Charges

4.2.1 In addition to tuition fees, students are required to pay other charges that are related to their registration, study or graduation. A fee will also be charged for various services provided to students. A list of these charges for AY2016/17 is given in **Appendix II**. Students are advised to contact their Campus Secretariat direct on matters related to the payment of fees.

4.3 Non-payment of Fees or Charges

4.3.1 Students should pay the tuition fees and other charges, if any, before the due date specified in the payment advice, even if they are still awaiting the result of any application for financial assistance. If they have genuine financial difficulties in doing so, they should approach the Student Development Office / Campus Secretariat for assistance well before the payment due dates.

4.3.2 Students who fail to settle in full the required amount of fees after the payment due date will normally be de-registered and prohibited from using the campus facilities and services, unless special approval from Campus Principal for deferred payment has been obtained. To reinstate the registration status, the student is required to submit an application and pay a reinstatement fee for programme registration in addition to the outstanding amount of fee. Students who discontinue their study after the commencement of an academic year, whether due to termination or withdrawal of studies, are still required to pay in full the tuition fee of the related installment / semester.

4.3.3 Students should note that their study transcripts, award certificates and related certification will be withheld if they have any outstanding fee under the current studying or previous studied programmes (including but not limited to tuition fees, other charges, library fines, cost of repair / replacement of damaged / lost equipment / books) owed to the Institute or VTC.

4.3.4 Students who have withdrawn or are de-registered from their study with an outstanding fee are still required to clear the outstanding debts in respect to their previous study when they are re-admitted to another or the same VTC programme in future, even if the outstanding fees are revealed after class

commencement.

4.3.5 The Institute reserves the right to take other actions, including legal proceedings, against a student if deemed necessary to recover the unpaid fees.

5. Financial Assistance

5.1 Students with financial hardship may apply for financial assistance offered by the government's Student Finance Office (SFO). A summary of these schemes is given in the table below and students can visit the SFO website at <http://www.wfsfaa.gov.hk/sfo/eng/index.htm> for more details:

Types of Programmes			Financial Assistance Scheme					Continuing Education Fund # (CEF)
			Tertiary Student Finance Scheme -- Publicly-funded Programmes (TSFS)	Non-means-tested Loan Scheme for Full-time Tertiary Students (NLSFT)	Extended Non-means-tested Loan Scheme (ENLS)	Financial Assistance Scheme for Post-secondary Students (FASP)	Non-means-tested Loan Scheme for Post-secondary Students (NLSPS)	
Full-time	Subvented	Higher Diploma	✓	✓	X	X	X	X
	Self – financed	Higher Diploma	X	X	X	✓@	✓	some programmes
Part-time Evening		Higher Diploma	X	X	✓	X	X	some programmes
		PS5 Certificate/ PS5 Vocational Certificate	X	X	✓	X	X	X
		Craft Certificate	X	X	✓	X	X	X

Notes:

✓ Students of the programmes concerned are eligible to apply.

X Students of the programmes concerned are not eligible to apply.

For the purpose of claiming reimbursement under the Continuing Education Fund, students are required to pass **each module** with at least 50% of marks and to satisfy the minimum attendance requirement of 80% for **each module**.

@ Students can apply for VTC's Tuition Fee Remission Scheme if they are not offered any grant under FASP, or if they are aged 30 or above (HD students are not eligible for the Flat Rate Grant for Academic Expenses under the Tuition Fee Remission Scheme).

- 5.2 For details of student financial assistance applications or in case of urgent financial hardship, students can approach the Student Development Office / Campus Secretariat for assistance.

6. Scholarships and Awards

- 6.1 With the support of the public and private sectors, VTC offers students a number of scholarships, awards and bursaries on the basis of academic / non-academic merit or financial hardship. Scholarships and awards signify the outstanding quality and achievement of a student and are widely recognised by employers and academic institutions. Students are therefore encouraged to strive for achievements in both academic and non-academic activities. Invitation of applications / nominations for various scholarships will be posted up on “**MyPortal**”.

7. Pursuing a Programme

7.1 Enrolment in Programmes

- 7.1.1 Students may not be simultaneously enrolled in more than one programme (except short programmes) leading to a qualification awarded by the member institutions of VTC without the prior approval of the Campus Principal(s) concerned.

7.2 Module Exemption

- 7.2.1 Students may apply for exemption from modules that they will be taking in each academic year / semester. An administrative fee will be charged. However, they may not normally be exempted from more than 50% of the total Module Value / Credit of the Programme enrolled. For 4-year / 4-level Higher Diploma programmes, students who have more than 50% of the total Module Value of a particular Level being exempted will not be eligible for the award of that Level in the event that they choose to exit after completion of that Level of study. Students are required to attend classes as usual until approval for exemption has been granted.
- 7.2.2 Application for exemption for modules that the students are going to take in the next academic year / semester should normally be submitted three

months before commencement of the coming academic year / semester (for continuing students) or by the end of Week 2 of the first academic year / first semester (for new students).

- 7.2.3 The process for exemption (including application, evidence, checking, assessment, and decision) for modules that the students are going to take in an academic year / a semester will normally be completed two months before commencement of that academic year / semester (for continuing students), or by the end of Week 5 of the first academic year / first semester (for new students).

7.3 Assessed Materials

- 7.3.1 External Examiners are appointed to provide an external and impartial check on the quality and academic standards of VTC award-bearing programmes. The External Examiner has the right to examine any assessed material including examination scripts, project reports and other course work of all students in the programme.

- 7.3.2 It is the responsibility of all students to keep in good condition all their assessed materials during their final year of study so that the material can be presented for scrutiny by the External Examiner when required. Failure to provide such material when required may affect the final assessment of the student concerned.

- 7.3.3 The Institute makes every effort to assure that the assessment tasks of its programmes are designed, conducted and marked in a fair and consistent manner. There has been an established mechanism where Module Marker, Module Leader, Module Coordinator, Programme Leader and External Examiner will take up different roles and responsibilities to assure the accuracy and consistency of marking in assessment. All assessment results are determined by the Boards of Examiners after careful scrutiny and deliberation with the External Examiners, and with the ratification of the Discipline Academic Committees or Foundation Studies Board.

7.4 Examinations and Assessments

- 7.4.1 Examination periods for Round 1 (Main) and Round 2 (Supplementary) of each semester of an academic year are published in the Academic Terms and Key Dates. For main round examination, the Examination Schedule will be announced at least one month before the examination. Students must make themselves available for the whole examination period, not just those examination days published in the examination time-tables as examinations may be re-scheduled due to unforeseeable circumstances such as adverse weather.
- 7.4.2 If students fail to present themselves for examination at the time and place published in the Examination Schedule, they are deemed not to have fulfilled the requirements of the Module(s) concerned and will fail in the Module(s), unless permission to the contrary has been given by the Head of the Department concerned.
- 7.4.3 If a student is absent from the main round examination without a valid reason, he / she may not be allowed to take the corresponding supplementary examination.
- 7.4.4 If a student is absent from the main round examination with valid reasons (e.g. on medical grounds) and is supported by a valid medical certificate issued by a registered medical practitioner/registered Chinese medicine practitioner, he / she will be allowed to take corresponding supplementary examination paper as first attempt and be awarded the mark he / she scores in the supplementary examination. The Board of Examiners may allow a student who has failed any number of modules in the main round examination of a semester to take a supplementary examination as a form of re-assessment. There is no second supplementary examination.
- 7.4.5 Documents supporting absence from examination should be submitted to the department **immediately and in no case later than one week** after the examination of the module concerned is held. Documents submitted after the relevant Board of Examiners meeting will normally **not** be accepted.
- 7.4.6 The campus / institute has the discretion to determine whether evidence presented by students constitutes a valid reason for absence from a scheduled examination. Students who are found to abuse the system or

using forged documents will be subject to disciplinary action which could result in expulsion from the programme.

7.4.7 Students must observe the Examination Regulations as given in **Appendix III**.

7.4.8 Students who wish to access their examination answer scripts (confined to end-of unit / module / programme examination or final assessments of language modules) should submit an application (in a prescribed form) to the teaching department within three working days from the date of announcement of the assessment results. An administrative fee will be charged. No late application will be accepted.

7.4.9 Students who wish to appeal against their assessment results, which is not the same as request for access to marked examination answer scripts, should follow the prevailing academic appeal procedure as described in **Section 7.6**.

7.5 Cheating and Irregularities Relating to Electronic / Communication Devices During Examination / Test

7.5.1 A student who has committed an act of cheating in an assessment will be liable to disciplinary action and penalties. **Appendix IV** gives examples / circumstances that would be considered as cheating.

7.5.2 For established cheating cases, one or more of the following penalties will be imposed on the student depending on the nature and seriousness of the offence:

(a) Failing the module / assessment concerned (i.e. ZERO mark and no reassessment is allowed);

(b) Failing the module / assessment concerned, ***plus*** other forms of penalty including:

(1) Failing all the modules / assessment for the semester or the stage (and no reassessment is allowed);

(2) Suspension from studies for one semester or one year;

(3) Immediate expulsion; and

(4) Debarred from re-admission to any IVE / HKDI / YC programme for

a period of two years or more.

7.5.3 In exceptional circumstances with genuine mitigating factors, the VTC Student Disciplinary Committee might consider other forms of penalty to be imposed on the students.

7.5.4 Students are strongly advised not to bring mobile phones or electronic / communication devices (e.g. PDA, MP3 player, smart watch, hand-free headset, tablet, etc.) to the examination room. If a mobile phone or an electronic / communication device is found in the pocket / on the body of a student during examination / test, the student will be disqualified for the paper being examined. If the electronic / communication device placed under the chair is found switched on or sounded during the examination / test, the student may receive mark penalties.

7.6 Appeals

7.6.1 A student may lodge a written appeal against his / her assessment results arising from the decision of a Board of Examiners, and / or the rulings of a student disciplinary committee on an allegation of cheating or on behavioural problems. Appeal should reach the department / Campus Secretariat concerned within seven working days from the day of the assessment results are announced or within three working days after the student has been informed of the ruling of the disciplinary committee. Please refer to **Appendix V** for the Appeal Regulations.

7.7 Progression Regulations and Maximum Registration Period

7.7.1 **Details of progression regulations are set out in IVE General Academic Regulations (GARs).** The following extract is highlighted to give students a brief outline.

If a full-time or a part-time day student has failed more than 40% of the total studied Module Values for an Academic Year, he / she will not be allowed to progress to the next level of study.

A student whose SMA (Semester Module Average) in both the Autumn and Spring Semesters of the same Academic Year are below 40% (after supplementary examinations / course work) will normally be required to

withdraw from the programme.

There are specific attendance requirements for Vocational Certificate and Craft Certificate programmes. Students of these programmes who failed to satisfy the minimum attendance requirement of a module will not be allowed to sit for the final examination nor be awarded module mark / grade if the module is assessed with 100% continuous assessment, unless approval of the respective Campus Principal has been granted. The minimum attendance requirement for individual modules is:-

- (a) Full-time and Part-time Day programmes: 80% of the maximum possible attendance; and*
- (b) Part-time Evening programmes: 70% of the maximum possible attendance.*

7.7.2 Maximum Registration Period

Each programme has a Maximum Registration Period (MRP) which is the maximum number of years a student is allowed in completing the programme. A student who fails to complete the programme within the Maximum Registration Period allowed for the programme of his / her study will be de-registered from study.

7.8 Transfer of Study

7.8.1 A student is not permitted to transfer from one Programme / campus / mode of study to another, without the prior permission of the Campus Principal of the receiving campus.

7.8.2 Students who wish to apply for transfer should complete an application form which is available at the Campus Secretariat. Completed application form together with justifiable reasons and relevant supporting details should be submitted well before commencement of an academic year / semester to the Campus Secretariat of the receiving campus. A fee will be charged for processing an application for transfer. Students should continue to attend classes until approval of transfer is given.

7.9 Deferment of Study

7.9.1 Subject to justifiable reasons, students may seek approval from the Campus Principal for deferment of study. Applications should be made in writing through their Programme Leaders / Class Tutors.

7.9.2 Approval for deferment will normally be valid for one year (i.e. the student must re-enrol in the ensuing academic year) and the **period of deferment will be counted as part of the Maximum Registration Period**. Students should continue to attend classes until approval of deferment is given. A fee will be charged for an application of deferment of study.

7.10 Withdrawal from Study

7.10.1 Official Withdrawal

A student who wishes to discontinue his / her study should complete the withdrawal procedure by submitting to the respective Department / Programme Leader a **written notification** on such intention. For **students aged below 18**, the letter of withdrawal must be **endorsed by the parent / guardian concerned**. For official withdrawal of study (i.e. with written notification and return of student card), the caution money (if paid) less outstanding fee and charges due to the campus / VTC will be refunded.

7.10.2 Unofficial Withdrawal

A student will be deemed to have unofficially withdrawn from the Programme if, without prior notification to the department, he / she has **not been present for scheduled programme activities for a period of 4 consecutive weeks**. Students who have unofficially withdrawn from study will not be eligible for the refund of the caution money.

7.10.3 Students who failed to settle in full the required amount of tuition fees and charges after the payment due date will be deemed to have decided not to continue their study and will normally be de-registered, unless special approval for deferred payment from Campus Principal has been obtained. To reinstate the registration status, the student is required to submit an application and pay a reinstatement fee for programme registration in addition to the outstanding amount of fee.

7.10.4 Withdrawal due to Academic Failure

A student whose Semester Module Average (SMA) in both the Autumn and Spring Semesters of the same Academic year are below 40% will normally be de-registered and not allowed to continue his /her study.

7.10.5 Students should note that they are still liable to pay full tuition fee of the related installment / semester despite their withdrawal from studies (either officially or unofficially or due to termination) at any time after commencement of an academic year. Furthermore, they are required to **return their Student Cards** to the Department / Campus Secretariat upon cessation of study for whatever reason.

8. **Student Attendance and Conduct**

8.1 **Attendance and Its Records**

8.1.1 Students should attend all programme activities punctually. If absence is unavoidable, they must inform their Departments / Programme Leaders / Personal Tutors / Class Tutors / Year Tutors in writing of the reasons as soon as possible. A student will be deemed to have unofficially withdrawn from a programme if, without prior approval of the department, he / she has not been present for scheduled programme activities for **a period of 4 consecutive weeks**.

8.1.2 The campus adopts an electronic class attendance system to record students' attendance. Students are required to place their student cards personally over a card reader for recording their presence. Taking attendance for another student by placing another student card on a card reader is regarded as misconduct which may render both students to disciplinary action.

8.1.3 The presence of full-time students in a lesson is recorded electronically on actual-time basis (i.e. the duration of their presence is from the time of placing their student cards over a reader to the scheduled ending time of the lesson, with a grace period of 10 minutes allowed at the start). Their individual cumulative actual-time of presence per module is used to calculate their individual attendance percentage of the module concerned.

8.1.4 It is the practice of IVE / HKDI / YC to send, under confidential cover, the attendance records and copies of transcript of study to the employers of the

students of Part-time Day programmes, on the understanding that these students are directly and / or financially sponsored by their companies. Persistent failure to attend classes may result in their employers being asked to withdraw them from the programme.

8.1.5 In case of prolonged absence from class, parents / guardians of students aged below 18 will also be informed verbally or in writing of such incidence.

8.1.6 Some programmes have specific attendance requirements for passing a module. Please see **Section 7.7**.

8.2 Conduct and Discipline

8.2.1 IVE, HKDI and YC are committed to cultivating a harmonious, inclusive and pleasurable learning environment for students. Students should respect their peers and fellow students, dress and behave properly. Normal courtesy and civic-minded behaviour must be exercised in all circumstances. Intimidating or bullying other students is unacceptable behaviour and may lead to disciplinary action.

8.2.2 Students must observe at all times the following rules and regulations:

- (1) **Gambling and betting** are forbidden in the campus.
- (2) **Smoking** is prohibited within campus premises.
- (3) **Alcoholic drinks** are not allowed anywhere within the campus, unless permission is given by the Campus Principal.
- (4) **Eating or drinking** is strictly prohibited at all teaching venues including classrooms, computer rooms and lecture theatres, etc.
- (5) **All electronic and computer games** are not allowed throughout the conducting or delivery of teaching and learning activities except within the context of teaching and learning.
- (6) **Noise-producing devices such as mobile phones, PDA, etc.**, should be switched off in all teaching areas and the library. Activities that will affect learning and teaching are not allowed in all areas of the campus except under very special circumstances and with the approval of the Campus Principal.
- (7) **Viewing, uploading and downloading obscene pictures or movies** from web sites and other electronic devices are prohibited.
- (8) **Taking attendance for another student** by placing another student card on a card reader is not allowed.

- (9) **Uploading study notes and programme materials** provided by teachers to other servers and / or making copies, either in printed or electronic format, of the materials to other people who are not learners of the programme concerned is not allowed.

8.2.3 Students have the responsibility to help maintain a clean, healthy and safe learning environment in the campus. They should observe further rules stipulated for the use of campus facilities, and for participation in the learning and teaching activities. Students attending classes or activities in other campuses or other outside centres should also observe the rules and regulations set out by the respective campuses or centres.

8.2.4 All campus staff are empowered to enforce the campus rules and regulations. They are authorised to prevent and stop any misbehaviour and non-compliance acts in all areas of the campus. If necessary, they will refer the misconduct or case to the Student Disciplinary Committee for further action.

8.2.5 Student Disciplinary Committee

The Student Disciplinary Committee is empowered to investigate and make recommendations on any case of student misconduct ordered to be brought before it by the Campus Principal or his / her representative. The Committee will fully consider each case in a fair and unbiased manner. One or more of the following recommendations will be made to the Campus Principal for consideration and approval:

- (1) student not at fault;
- (2) a written reprimand;
- (3) a fine for damage;
- (4) suspension from use of facilities for a specified period;
- (5) suspension from studies;
- (6) permanent expulsion; and
- (7) other action as considered appropriate by the Committee.

8.2.6 If a student is subject to disciplinary action, he / she may approach the Student Counsellor for advice and assistance. If a student has to attend a hearing of the Student Disciplinary Committee, he / she may ask a staff member or a student of the same campus to accompany him / her.

8.3 Equal Opportunities Policy and Prevention of Harassment

8.3.1 VTC is committed to developing, promoting and maintaining a policy of equality of opportunity which creates an environment in which staff, students or any other persons who have dealings with the VTC are treated equitably irrespective of their sex, disability or race. It is unlawful for a staff or student of the VTC to discriminate against, harass, vilify or victimise another staff or student or any other person who has dealings with VTC, on the grounds of sex, disability, race, marital status, pregnancy or family status of that person. No single incident of these unlawful acts will be tolerated.

8.3.2 Both staff and students have the duty and responsibility towards creating a fair, harmonious and favorable environment where the dignity of each and every one must be respected and there should be an equality of treatment.

8.3.3 The definitions and some examples of sexual / disability / racial discrimination / harassment are provided in the paragraphs hereinafter. Students may visit the website of Equal Opportunities Commission for further information.

8.3.4 Sexual Harassment

Under the Sex Discrimination Ordinance, any unwelcome act of a sexual nature, or any verbal or physical conduct of sexual nature which creates an intimidating, hostile or offensive environment is considered as sexual harassment which is prohibited under the Ordinance. For instance, students telling sexual jokes, shouting obscene slogans or displaying pornographic materials on campus might have created a sexually hostile environment for other students / staff and would be legally liable for such act.

8.3.5 Disability Harassment

According to the Disability Discrimination Ordinance, disability harassment means unwelcome conduct towards a person on account of his / her disability, or towards this person's associate, where a reasonable person, having regard to all circumstances, would have anticipated that the person with the disability would be offended, humiliated or intimidated. Examples may include an oral or written statement e.g. insulting remarks or offensive jokes about a person's disability.

8.3.6 Racial Discrimination

Treating people less favourably on the basis of their race or engaging in an

unwelcome, abusive, insulting or offensive behavior because of another person's or his / her near relative's race, which makes the person feel threatened, humiliated or embarrassed might have contravened the Race Discrimination Ordinance and would entail legal consequences. Examples may include racist jokes, banter, ridicule or taunts; for example laughing at the accent or habits of people belonging to certain racial groups.

8.3.7 Students should avoid engaging in these unlawful acts of discrimination, harassment and vilification on or outside campus premises and students committing any of such acts would be liable to disciplinary action.

8.3.8 A person who feels distressed or humiliated by certain act of harassment may speak up at the time and tell the harasser that his / her behaviour is unwelcome and has to stop. If any student considers that he/she has been subject to such harassment and wishes to lodge a formal complaint, he/she should lodge the complaint to the Campus Secretariat as soon as possible. Appropriate actions will then be taken by the Campus. Strict confidentiality will be observed.

8.4 Suggestions and Complaints

8.4.1 VTC is very keen to receive feedback from students on all aspects of the Institute. The campus has instituted various communication channels / methods for students to convey their views and feedback. Student may make a suggestion on any campus matter by raising it with the Departments, the Student Development Officers or the Campus Principal.

8.4.2 Students are encouraged to contact the relevant Department or staff direct to discuss any matters of concern to them, with a view to resolving the issues expeditiously.

8.4.3 There is a Complaints-handling Officer in each campus to ensure that each complaint is processed expeditiously and properly. If a student wishes to lodge a complaint, he / she may forward it to his / her Department or the Campus Secretariat. No complainant will be victimised or penalised for raising a complaint in good faith. However, a student making malicious complaints may be subject to disciplinary action.

8.4.4 Complainants are expected to identify themselves. The Campus Principal

will consider the content of an anonymous complaint and decide whether the complaint should be further processed.

- 8.4.5 All complaints will **normally be acknowledged in writing within 5 working days** from receipt of a complaint and a reply stating the findings of the investigation will normally be made within 14 working days after acknowledgement of receipt of the complaint. The complainant or his / her authorised representative will be requested to sign to acknowledge receipt of the written notification of the result of complaint investigation.

9. Facilities for Learning

9.1 Services of Learning Resources Centre

- 9.1.1 To provide a one-stop resource centre for students and staff in obtaining learning support services, the Learning Resources Centre (LRC) has been set up in most campuses to create a stimulating and creative atmosphere for learning and allows flexible deployment of resources to handle services that require multi-skills.

9.1.2 Library Services

All LRCs are multi-media learning resource centres with an environment conducive to study, research and leisure reading. Current information on library resources and services is available on the Library homepage (<http://library.vtc.edu.hk>).

- 9.1.3 The library collection in the LRCs consists of over 600,000 print volumes, 260,000 licensed e-books and 64,000 full-text electronic serial titles. They cover programme-related topics such as applied science, business, child care, computer science, design, education, engineering, fine art, language, hospitality and tourism, and vocational guidance, etc. The 75 electronic databases such as ABI / INFORM Global, Academic Search Complete, British Standards, EBSCO, ProQuest, and WiseNews etc. also provide a very effective searching tool on a variety of subjects to support the needs of teachers and students.

- 9.1.4 The VTC Library Catalogue allows users to locate all VTC library collections (<http://encore.vtc.edu.hk>). The users can also ascertain the library holdings, check their own borrowing records, place a reservation on a particular title

and renew their loaned items. Moreover, it provides hyperlinks to all electronic resources including e-books, e-journals and e-databases.

9.1.5 All LRCs are well-equipped with Internet workstations, personal computers, notebook computers, audio-visual equipment, wireless LAN and an integrated photocopying and printing system with Octopus charging solution. Inter-campus loans among all campuses are available. Library users may check in and out the circulating materials from any one of the LRCs.

9.1.6 Multimedia Services

In most IVE / HKDI campuses, the LRC has Student Workshop Area housed with audio-visual equipment, printing machines, scanning facilities and computers with multimedia software as learning support. To use the facilities, students should follow the regulations and technical guidelines provided in the Area.

9.1.7 Computing Services

In addition to the departmental computing facilities, students can also use the central computing services in the Computer Rooms / Labs for learning support. When the rooms are not scheduled for classes, students may use the facilities on a free-access basis in accordance with the arrangements made by the Officer-in-charge.

9.1.8 Students are allowed to bring their own personal portable computers to the campus for use in support of their learning. They can connect to the campus wireless network with a valid Computer & Network Account (CNA) after user authentication. Students are responsible for ensuring that their PCs have protection against computer virus infection and all software programmes installed in their PCs are legitimately-acquired originals. Any student found violating this regulation will be subject to disciplinary action by his / her teaching department.

9.2 Language Learning Facilities

9.2.1 Language Laboratories

Fitted with a wide range of modern and sophisticated audio-visual equipment and networked computers, the language laboratories facilitate students' development of speaking and listening skills in a diverse and autonomous way. Teachers can give instant feedback and individualised support to

students via the control panel, enabling a highly interactive language learning environment. Besides practising listening and speaking skills, students can acquire reading and writing skills through working on a variety of software packages for language learning.

9.2.2 Centre for Independent Language Learning (CILL)

The Centre hosts a wide range of fun-filled activities and provides an abundance of self-access materials. Students can relax and learn at their own time and pace while mingling with native English speakers in a dynamic and supportive environment.

9.3 **Services of Technical Support Unit**

9.3.1 Technical Support Unit (TSU) manages over 80 design workshops and laboratories and aims to provide efficient operational support for all learning and teaching activities towards further development of design education. The design workshops and laboratories are equipped with a wide range of state-of-the-art equipment as well as special and discipline-specific facilities, structured into five clusters, namely, Apparel Cluster, Audio & Visual Cluster, Graphics Cluster, Model Cluster and Multimedia Technology Cluster.

9.3.2 In order to use the facilities, students are being requested to work under the supervision of teaching staff and / or technical support staff following specified regulations and technical guidelines provided. Each cluster has its specific safety rules and guidelines for particular operations and locations. Students must bear the responsibility for personal and general safety in the TSU laboratories and workshops.

9.3.3 Students are required to check the functionality of borrowed equipment before signing it out and using it properly. Students are liable for the cost of repair or loss if any damage to the equipment is incurred due to improper handling.

9.3.4 Room / equipment usage shall not involve work of any commercial value, profit-related and / or personal nature.

10. Student Services and Amenities

10.1 MyPortal

10.1.1 “MyPortal” is a web-based communication platform which provides online self-services to students. Through “MyPortal”, students can:

- Read specific news, departmental or campus notices;
- Check and update their personal information;
- View class timetables, examination schedule and attendance records;
- Apply for VTC Fee Remission Scheme;
- Enrol in student activities;
- Select modules of study, if applicable;
- Download Transcript of Study, Record of Non-Academic Achievements, Tuition Fee Payment Advice, etc. (in a specified period); and
- Handle matters related to graduation ceremony.

10.1.2 Students may access “MyPortal” at the hyperlink myportal.vtc.edu.hk using a supported browser. They only need to use their Computer & Network Accounts (CNA) (same as their email accounts) and the corresponding passwords to login “MyPortal”. The CNA allocated to students will normally be terminated at the end of the academic year when the students graduate.

10.2 Student Feedback Questionnaire Survey

10.2.1 The Student Feedback Questionnaire (SFQ) Survey is designed to help evaluate the effectiveness of the modules, the programme of study and campus services. Results of the survey are used to improve the quality of teaching and learning as well as the services provided on-campus.

10.2.2 Students will be invited to give in the SFQ Survey their ratings and comments on the basis of their observation and judgement near the completion of a module. The SFQ results will be considered as an indicator of students’ experience of learning in the Institute.

10.3 Students’ Union

10.3.1 The Students’ Union is a formal student body registered under the Societies Ordinance. Through the Union, students can form and operate departmental societies and clubs which cater for their recreational, sporting,

cultural and intellectual interests.

10.3.2 Representatives of Students' Union and its affiliated bodies may be invited to participate in many of the advisory committees relating to academic and student affairs in the campus. These committees provide an additional channel of communication between students and staff of the Institute.

10.3.3 All full-time students are full members of the Students' Union. The Institute assists the Union in collecting membership fees on its behalf and the total amount is transferred to the Union according to a full set of accounting procedures to ensure that the money is properly used.

10.3.4 Annual membership fee for the academic year 2016/17 is HK\$70 per full-time student.

10.4 Student Development Office

10.4.1 The Student Development Office (SDO) provides the following services:

- Assistance with applications for appropriate financial assistance schemes;
- Assistance with applications for awards and bursaries, Student Travel Subsidy Scheme, and MTR card applications;
- Professional counselling services including general and career counselling services;
- Structured Whole Person Development Programme;
- Physical education programmes, advisory activities to sports clubs, and coaching activities to campus teams;
- Providing advice and support to student bodies; and
- Management of student amenities.

10.4.2 Provision of the above services may vary among campuses. Under all circumstances, students are encouraged to approach SDO for advice and assistance whenever needed.

10.5 Record of Non-Academic Achievements

10.5.1 Full-time students will be issued upon their graduation in the programme a Record of Non-Academic Achievements which reports their participation in various extra-curricular activities during their study.

10.6 Graduate Placement Services

10.6.1 Students and graduates may make use of VTC's web-based Job Information System (VTCJIS) (the web site at <http://jis.vtc.edu.hk>) if they wish to look for full-time or part-time employment. Students might also access MyPortal "Career Corner" for career education information like job hunting skills. Particulars of recent recruitment activities will be available in MyPortal "News" or posted up in campus notice board.

10.7 Sports Facilities

10.7.1 When using the sports facilities, students must abide by the rules laid down by the campuses. The swimming pools at IVE (Chai Wan), IVE (Tsing Yi), and HKDI and IVE (Lee Wai Lee) campuses are open to all full-time and part-time IVE / HKDI students free of charge. Fitness rooms in all IVE / HKDI campuses are open to students with a valid Physical Fitness Centre User Card. Students are welcome to contact the respective offices for the opening hours. They may book and use other sports facilities. Please refer to the Sports Facilities User Guide for the charges and other related information.

10.8 Zone 24

10.8.1 Zone 24, which is an integral part of LRC and located on the 7th floor of Tower B and Tower C, HKDI, provides an open and flexible home based self-study areas. It provides study facilities, such as workstations, photocopiers, vending machines, etc. All Zone 24 users must observe the following regulations:

- All Zone 24 users should conduct themselves in a manner that does not interfere with the study activities of other users.
- All Zone 24 users must enter and leave Zone 24 through the normal entrance and exit unless directed otherwise by LRC or security staff.
- Eating (except snacks), smoking and playing games are not permitted in the Zone 24.
- All Zone 24 furniture and equipment must be kept in good and clean order. Users should avoid moving and placing the furniture in such a way which will cause inconvenience or danger to other users.

- Personal belongings left unattended on tables and chairs will be considered as illegal occupation of study places. LRC staff has the right to remove such properties without prior notice and other users may take up any such reading places. Neither the LRC staff nor other users will be held responsible for the loss of unattended personal belongings.
- In the use of photocopying machines in Zone 24, the regulations regarding copyright must be observed. Reproduction or duplication of audio-visual materials, computer software and copyrighted Internet resources are strictly prohibited. Users will be held fully responsible for any legal consequences concerning infringement of copyright that may arise.
- Computers located in Zone 24 are provided for educational purposes. For example, they should not be used for gambling, viewing and downloading obscene pictures, unauthorized downloading of software and any illegal activities over the network. Materials that may be considered offensive to others must not be displayed at any Zone 24 workstations. Infringement of these may result in prosecution and disciplinary action by the campus administration.
- The LRC and security staff on duty may exclude any person who infringes the Zone 24 Regulations or who acts in any way which may interfere with the convenience of other Zone 24 users or with the normal operations of Zone 24.

10.9 Escalators

10.9.1 Safety rules when using the escalators:

- Hold the handrail firmly. Always face forward and do not carry things with both hands on the escalator.
- To avoid losing balance and your toes being trapped, be extremely careful when stepping on and off the escalator. After stepping on the escalator, stand firmly.
- Keep your feet away from the sides and do not touch the brush bristles of the skirt guard to avoid getting your feet caught in the gaps.
- Students wearing open toes footwear should mind the gap between steps and the gap between skirting panel and step to avoid getting their toes caught.

- Be aware that loose shoe laces, drawstrings, scarves and long dress edge can be easily trapped between steps or between skirting panel and step.
- Do not stick the tip of your umbrella into the grooves of the escalator step or gap between steps.
- Press the emergency stop button only in an emergency.
- Do not run or play on the escalator and nearby. Do not sit on the steps or the handrail.
- Do not walk on the escalator.
- Do not extend your limbs out of the escalator.
- Do not climb on the handrail of the escalator.
- Do not lean on or rest your handbags, backpacks or belongings on the handrails of the escalator.
- Do not transport bulky objects such as trolleys or bicycles on the escalator. Use the lift instead.
- Students in wheelchairs are advised to use the lift.

10.10 iCampus

10.10.1 An Apple Inc. authorised computer shop which provides a one-stop service relating to sales of Apple products and other supporting software and hardware to students and staff on campus. iCampus opens five days a week from 10:00 a.m. till 6:30 p.m. Mondays to Fridays.

10.11 Canteen (Food+)

10.11.1 The Canteen provides a casual dining environment with a wide selection of gourmet food and beverages. It opens five days a week from 7:30 a.m. till 6:00 p.m. Mondays to Fridays.

10.12 Cafeteria

10.12.1 Opening six days a week from 7:30 a.m. till 8:00 p.m. Mondays to Fridays and till 2:00 p.m. on Saturdays, the Cafeteria offers fine coffees and light refreshments with melodious music, warm lighting and comfortable sofas.

Intellectual Property Policy for Students

Intellectual Property

1. “Intellectual Property” (IP) means any discovery, creation, invention, design, get-up, trademark, commercially licensable technologies, database rights, confidential information, trade secrets, know-how or any research effort and all rights pertaining thereto whether registrable or not, including patents, copyright, trademarks, designs, utility models, or other such rights in any country, and applications for any of the foregoing. Intellectual Property Rights (IPR) are legal rights protecting the creator of IP, giving him / her economic rights and control in his / her creations.

Applicability of Intellectual Property Policy to Students

2. VTC’s Policy on Intellectual Property is applicable to all students, whether full-time or part-time, who are registered students of programmes offered by VTC or its institutions / centres, whether the programme is solely offered by VTC or jointly offered with other partner institutions or is commissioned to be offered.

Ownership of the Intellectual Property

3. In the course of study, students will make use of the equipment, facilities or resources owned by VTC, including but not limited to drawings, data, sketches, documents, laboratories, stationery and consumables, and will receive guidance from teachers in generating ideas for assignments and projects and may, therefore, generate Intellectual Property which might be adopted for commercial use. Whilst the student will maintain ownership of the Intellectual Property in the materials he or she creates, each student irrevocably grants VTC a perpetual, royalty-free, world-wide and non-exclusive right to reproduce or use (in whole or in part) any Intellectual Property materials (including adaptations of such materials) created solely or jointly with other persons during his / her course of study. Such right to use will include but not limited to, for example, the followings:
 - a) the right of VTC to sub-license the Intellectual Property;
 - b) to showcase the award-winning works of the student for publicity or display purpose; and
 - c) to refer to and use the works created by student in seminars, symposia, lectures and professional meetings.

VTC will acknowledge the materials as the student's Intellectual Property.

4. The exception to the rule on ownership set out at the above clause is that in cases where a student is working on a project that is sponsored by an external company and/or the VTC, the right to the Intellectual Property generated from the project should belong to the Company or VTC or student as stipulated in the prior agreement of the parties concerned. In this context, "sponsor" means support from the company or VTC, which could include financial assistance (cash or in kind), use of company's or VTC's equipment and facilities, and access to company's or VTC's confidential data, drawings, sketches, and documents relating to the project.

Student's Obligations and Warranty

5. Notes and programme materials provided to students by teachers or departments are VTC's properties and shall be used by students only for private study. Students are not permitted to upload such materials to other servers and/or make copies, either in printed or electronic format, of the materials for other people who are not registered on the studying programme concerned. Video taking or recording during lessons without permission are prohibited.
6. Each student should ensure that the Intellectual Property materials created by him or her shall be original and do not infringe the Intellectual Property rights belonging to any other person especially copyright, moral rights, patents or registered designs of any person and, in particular, that it does not contain anything defamatory or libelous.
7. Each student undertakes to promptly report to VTC if he / she knows or has reason to believe that the right of the Intellectual Property materials belongs to someone else solely or jointly with him / her.
8. Each student should, at the time when he or she completes registration for a programme offered by VTC or its institutions / centre, undertake to agree to follow the policies, rules and regulations issued or to be issued or revised by VTC from time to time. Each student acknowledges his or her understanding that adherence and compliance to the policies, rules and regulations is a condition of continued enrolment and graduation. Any violation of VTC's Intellectual Property Policy is considered as a serious misconduct, which may be referred to Student Disciplinary Committee, or any counterpart in respective member institution handling student disciplinary matters, for investigation and consideration.

Other Fees and Charges

All fees and charges are subject to regular review. The VTC reserves the right to revise these fees and charges and add new items from time to time.

	Items	Fee Level for AY2016/17 (HK\$) ^(Note 1)
1	Reinstatement of registration status	\$400/request
2	Replacement of student card	\$100/card
3	Application for Module Exemption / Credit Transfer	\$100/module
4	Assessment Fee for Module Exemption	\$400/module
5	Application for Transfer of Study	\$200/application
6	Reassessment Fee	\$100/module
7	Transcript of Study and Record of Non-academic Achievement (if applicable) ^(Note 2)	\$50/copy
8	Statement of Award ^(Note 3)	\$100/copy
9	Replacement of Award Certificate (including Statement of Award)	\$500/copy
10	Verification of fee payment	\$100/transaction
11	Certification service ^(Note 4) / Official signature	\$100/copy
12	Appeal ^(Note 5) (i) against assessment results (ii) against non-academic issues/disciplinary actions	\$500/module \$500/case
13	Deferment of Study (i) Application received BEFORE commencement of the semester / academic year (ii) Application received AFTER commencement of the semester / academic year	- \$500/semester or \$1000/year for all full time programmes - \$250/semester or \$500/year for all part-time programmes - 100% of the tuition fee for the related installment / semester - \$500 for programmes/ students without tuition fee charges

14	<p>Withdrawal from study</p> <p>(i) Notification received BEFORE a semester starts</p> <p>(ii) Notification received AFTER commencement of a semester</p>	<ul style="list-style-type: none"> - 50% of the tuition fee for the related installment / semester for full-time students - \$500 for all part-time students - 100% of the tuition fee for the related installment / semester
15	Graduation Fee ^(Note 6)	\$300/student
16	Access to marked examination answer scripts ^(Note 7)	\$200 per access per module
17	Access to personal data held by VTC	\$70 per request (up to 10 pages of data) and \$5 per each additional page

Notes

1. All payments should normally be made through PPS or ATM/JETCO and settled before the applications are being processed. Please contact the Campus Secretariat for details of the payment arrangement.
2. For graduating students, a full set of their final Transcripts of Study (for full-time students, also their Records of Non-academic Achievement) will be provided at the end of the last semester of study free of charge. Submission of application is not required.
3. Students studying MEME HD or DVE may apply for a Statement of Award for intermediate level before graduation subject to their meeting of all the requirements for that intermediate award.
4. Certification Service charge is also applicable to request for a copy of the syllabus of the programme / modules that the student had studied (on per request per programme basis).
5. Appeal should be made in writing and reach the department/Campus Secretariat concerned within seven working days from the date of announcement of the assessment results or within three working days after the student has been informed of the ruling of the Disciplinary Committee. In case of successful appeals, the appeal fee will be refunded.
6. All full-time students of graduating year are required to pay the Graduation Fee which is normally settled by transferring the full amount of the Caution Money. The fee is also chargeable to graduating part-time students if they wish to attend the graduation ceremony. Graduation Fee paid will not be refunded even if they do not attend the graduation ceremony.
7. Request for access to marked examination answer scripts (confined to end-of- unit / module / programme examination or final assessments for language modules) should be made in a prescribed form within three working days from the date of announcement of the assessment results.

Examination Regulations

Introduction

Students will be informed of the examination schedule at least one month before the commencement of the examination. They are responsible for presenting themselves for examination at the time and place published in the examination schedule.

The following rules must be studied carefully by all students taking examinations of Hong Kong Institute of Vocational Education. Students who fail to observe any of these rules may be disqualified from the examination, or suspended from their programme of studies.

1. Before Commencement of the Examination

- 1.1 Candidates shall not enter the examination room until so allowed.
- 1.2 Candidates are strongly advised not to bring mobile phones to the examination room. If they have mobile phones with them, the phones must be turned off (including the alarm function) and put under the chair in a position clearly visible to the invigilators. If an electronic / communication device (e.g. PDA, mobile phones, MP3 players, electronic dictionaries, databank and smart watches, hands-free headsets, tablets etc.) is found in the pocket / on the body of a candidate, the candidate will be disqualified for the paper being examined. If the electronic / communication device placed under the chair is found switched on or sounded during the examination, the candidate may receive mark penalties. Candidates must put all their personal belongings in small bags that can be properly closed with a zip / buckle and the bags must be placed under their chairs. Furthermore, they should ensure that they do not have in their possession any unauthorised materials relating to the examination. Any candidate found to be in possession of such materials will be considered to be cheating.
- 1.3 Candidates shall be seated at least 5 minutes before the commencement of an examination. They must sit according to the seating plan.

- 1.4 Candidates must bring their Hong Kong identity cards and student cards to the examination. These documents should be placed on the top right hand corner of the desk for inspection by invigilators during the examination. A candidate shall be liable to expulsion from the examination room if the documents do not correspond to the person sitting the examination. Legal proceedings will be taken against both the candidate and the substitute in such cases.
- 1.5 Candidates shall provide themselves with the necessary writing and drawing instruments. They shall only use the mathematical or other tables provided where appropriate.
- 1.6 Electronic calculators may be used in an examination. Unless there are contrary instructions, all electronic calculators must be hand-held, self-powered, silent in operation and with neither printout nor graphic / word-display facilities. No external media associated with an electronic calculator, such as instruction booklets, magnetic cards or memory modules are allowed.
- 1.7 Candidates shall answer only on answer books, supplementary answer sheets and special answer sheets provided for the purpose. No pages shall be torn out of the answer books.
- 1.8 Eating, drinking and smoking are not allowed in the examination room.
- 1.9 No candidate shall start the examination until instructed to do so by the invigilator.

2. During the Examination

- 2.1 No candidate shall normally be admitted to an examination room 30 minutes or more after the start of the examination.
- 2.2 After the examination has been in progress for more than 30 minutes, candidates may be allowed to leave the examination room with the approval of the invigilator. However, candidates may not be permitted to leave the examination room in the final 15 minutes of the examination.
- 2.3 During the course of the examination, candidates who have a need to

leave the examination room for a short while should be accompanied by an invigilator.

2.4 During the examination, there shall be neither communication between candidates nor any dishonest conduct. Candidates shall not do anything which causes unnecessary distraction to other candidates. Irregularities of any kind must be reported to the Department.

2.5 If candidates are suspected of cheating, the front cover of their answer book will be signed by the invigilator to indicate that the suspected cheating occurred. The candidates concerned will be allowed to continue the examination. However, any unauthorised materials will be taken from them. These candidates will subsequently be required to present themselves to a Disciplinary Hearing.

2.6 A reminder of the time remaining will be announced 30 minutes and again 5 minutes before the end of the examination.

3. At the End of the Examination

3.1 An examination shall not be extended beyond the scheduled time of ending to accommodate late arrivals.

3.2 At the end of the examination, candidates shall remain seated quietly until they are told to leave the examination room. They shall not take away any items issued by the invigilator out of the examination room, except for the examination papers. However, some examination papers, such as multiple-choice papers, may not be taken away.

3.3 Any complaint about the conduct of the examination shall be made in writing to the Department within 2 working days after the examination.

4. Arrangements during Bad Weather Conditions / in an Emergency

4.1 If a *pre-no. 8 special announcement / a typhoon signal no. 8 or above or red / black rainstorm warning signal is still in force at 6:15 a.m., 11:00 a.m. and 4:00 p.m., an examination scheduled for the morning session, afternoon session and evening session respectively will automatically be postponed. Typhoons also refer to Tropical Cyclones.

- 4.2 No public announcements over radio and television regarding arrangements for scheduled examinations due to bad weather conditions will be made by Vocational Training Council. Students should follow the above arrangement when typhoon or rainstorm signal is hoisted. Students should also note that announcements made by the Education Bureau are not applicable to Hong Kong Institute of Vocational Education / Hong Kong Design Institute. If circumstances permit, relevant announcements on resumption and change of examination schedules due to bad weather conditions will be posted on VTC Homepage as soon as possible.
- 4.3 In the event of a fire or other emergency, candidates should remain calm, and follow the instructions given by the invigilator.
- 4.4 If a red / black rainstorm warning signal is hoisted at the time when an examination is in progress, the examination session should continue and be completed.
- 4.5 If a *pre-no. 8 special announcement / a typhoon signal no. 8 is hoisted at the time when an examination is in progress, the examination session will be immediately suspended.

*Where possible, the Hong Kong Observatory will issue an early alert (i.e. a "Pre-No.8 Special Announcement") within two hours of the hoisting of the No.8 Typhoon Warning Signal.

Examinations and In-programme Assessments - Definition of “Cheating”

If a student has committed the following acts of dishonesty, he / she would be considered as “cheating”.

A. Cheating Relating to Assignment and In-programme Assessment

These may include, but not confine to, dishonest acts of the following:

- A1 Submission for assessment material, either in its entirety or in part, which is not the student’s own work and claiming it as his / her own.
- A2 Presenting another person’s work as his / her own work, or vice versa.
- A3 Collusion, i.e. obtaining assistance in doing work which is meant to be his / her own work.
- A4 Using false or fabricated data claimed to be obtained by experimental work, or data copied or obtained by unfair means.
- A5 Copying deliberately from a printed work or from any other sources, either in its entirety or in part, including the presentation of someone else’s argument in his / her own work and claiming it as his / her own without acknowledgement.
- A6 Using unauthorised material obtained / bought from the market or elsewhere as his / her own work.
- A7 Copying deliberately the work of other students or deliberately letting other persons copy his / her work, either in its entirety or in part.
- A8 Using other person’s name on his / her own assignment.

B. Cheating Relating to Examination and Test

These may include, but not confine to, dishonest acts of the following:

- B9 Possessing prohibited materials / articles of all sorts on his / her examination desk on his / her person or within his / her reach.
- B10 Taking away from the examination venue any examination materials which are not allowed to be taken away as specified by explicit instructions.
- B11 Using prohibited materials / articles during examination / test.
- B12 Improper communicating or attempting to communicate with any person inside or outside the examination venue during an examination session, including deliberately observing and noting the script of another candidate or allowing his / her script to be copied by other candidates.
- B13 Dishonest behaviour during the period of leaving and returning to the examination / test venue.
- B14 Using other person's name on the answer sheet, including impersonating another student or allowing himself / herself to be impersonated.
- B15 Obtaining access to the examination / test papers or part thereof prior to the examination / test through an unlawful means.

Note 1: In general, when the test constitutes only a small percentage of the module mark or is not scheduled like the end-of-module examination or it is not a common assessment among departments operating the programme, the test in question should then be treated as part of the in-programme assessment and put under Group A.

Note 2: If a student had committed an offence in module A and later committed the same / another offence in module B, the offence in module B is considered as repeated offence even if the repeated offence is of different nature for different modules.

Appeal Regulations

1. A student may appeal against his / her assessment results arising from the decision of a Board of Examiners, and / or the rulings of a Disciplinary Committee on an allegation of cheating or on behavioural problems. Appeals must be received within seven working days from the day the assessment results are announced or within three working days after he / she has been informed of the ruling of the Disciplinary Committee. If the appeal case could not be settled locally, the student concerned should be informed accordingly such that he / she might refer the appeal to the relevant Appeals Committee via the Campus Secretariat for further action. An appeal fee will be charged.
2. Within seven working days of the receipt of a formal appeal, the relevant Appeals Committee meeting shall be convened.
3. The applicant shall have the right to appear in person before the Appeals Committee to present the case if he / she wishes. He / she may also be accompanied by a fellow student. Other relevant persons (e.g. the invigilator concerned) may also be invited to appear and speak before the Committee.
4. The applicant shall be informed in writing of the decision by the campus within seven working days after the meeting of the Appeals Committee. In case of successful appeals, the appeal fee will be refunded.
5. The decision of the relevant Appeals Committee is final.

Locations and Telephone No. of Offices in HKDI & IVE (LWL)

<u>Department / Section</u>	<u>Room No.</u>	<u>Tel No.</u>
HKDI		
Department of Communication Design and Digital Media	C1038	3928 2700
Department of Design Foundation Studies	B1041	3928 2951
Department of Fashion and Image Design	D938	3928 2900
Department of Product and Interior Design	C936	3928 2800
IVE (Lee Wai Lee)		
Department of Business Administration	LW441	3928 2400
Department of Engineering	LW6M75	3928 2500
Department of Information Technology	LW896	3928 2600
Others		
Language Centre	B940	3928 2100
Pro-Act Training and Development Centre (Jewellery)	LW782	3928 2468
Academic / Administrative Support		
Campus Secretariat	B001	3928 2222
	LWM09	3928 2000
Evening Studies Unit	B001	3928 2055
Learning Resources Centre	D724	3928 2300
Technical Support Unit	LW883	3928 2850
Student Development Office and Career Development Centre	LW113	3928 2200
Others		
Canteen (Food+)	LW007	2706 1500
Cafeteria	B002	9187 7316
Security Office	LW006	3928 2999
Students' Union Office	A111c	3928 2258

Emergency Contacts for Students Injuries or Illness

Should any student injured or not feeling well in HKDI and IVE (LWL) campuses, immediately approach or contact below offices for assistance,

Class tutor or nearby member of staff; or

Security Office at LW006, G/F of Lee Wai Lee Building
(Tel: 3928-2999).

Fire Evacuation Procedure

What to do if fire breaks out?

1. Raise the fire alarm immediately.
2. Do not fight fire.
3. Leave the building immediately.
4. Report to the Assembly Point. (Please refer to Appendix VIII)
5. Wait for Roll Call.

DO NOT

1. Waste time in collecting personal belongings.
2. Use the lift.
3. Return to the building unless it has been declared "Safe".

Assembly Points in HKDI & IVE (LWL) for Full-time Students in case of Fire

Students please proceed to the assembly points of your respective department.

